



Ardoch Development Trust

Development Officer Role

Job description

Post	Development Officer
Tenure	One year initially from date of appointment, up to three years, subject to funding
Salary	£15,000 per annum
Hours	15 hours per week. Hours of work are flexible and can be negotiated with the Trust, subject to the needs of the ADT 12 days paid leave per annum plus 9 public holidays
Responsible to	The Trust's Board

Background

The Ardoch Development Trust (ADT) aims to inspire, support and underwrite community projects and events that promote the improvement of the physical and social environment for the people of the area. The Trust will

- Fund and support selected projects
- Support the efforts of groups and individuals to bring about community improvement
- Build partnerships with agencies able to access resources to intervene in community development
- Promote community capacity building
- Initiate/support social enterprise

Purpose of Job

To provide professional admin support and advice to the Trust in pursuit of its aim, as stated above. As the sole paid employee, the Development Officer will have a crucial influence on the success of the ADT and the various projects it supports.



Ardoch Development Trust

Development Officer Role

Main Tasks/Job Activities

Using a community development approach, to assist the Trust in developing and implementing Trust projects by

- supporting the Treasurer in the keeping of appropriate financial record
- attending to key administration including monitoring mailboxes, arranging and minuting trustee meetings and processing of grant applications
- production of material publicising the Trust
- assisting with the digital advancement of the ADT to include web site, content, and social media
- liaising with existing community groups
- extending the network of key groups and individuals supportive of the aims of the Trust
- leading on the design and conduct of surveys to assess community development priorities
- representing the Trust to the general public and members
- representing the Trust in meetings with other appropriate agencies
- assisting with the organisation of public meetings and consultations
- drafting bids for external funding to continue and develop the work of the Trust
- complying and meeting with the monitoring and evaluation requirements of funders
- any other duties as directed by the Board

Skills and Abilities

- Good communication skills, both written and oral
- Ability to present effectively reports and information to a wide variety of audiences.
- Excellent organisational skills and the ability to set and achieve realistic targets and to manage own workload
- Ability to work as a member of a team and to link with a wide range of other projects.
- Proficient computer skills including Microsoft Office suite.

Supervision

The post will be supervised by a member of the Board, who will provide regular support and supervision.